

FLATHEAD COUNTY WATER DISTRICT #101

POB 1141, Columbia Falls, MT 59912

*** Minutes for March 1st Meeting ***

I. Call to Order and Roll Call – Joanna Adams

TIME: 7:05

Board members in attendance: Linda Bosworth, Joanna Adams, Harold Herman, Ken Kahn, Aaron Anderson

II. Reading and approval of the minutes – Jamie Campbell

Highlights from February 2nd meeting minutes were presented.
Minutes were approved as read.

III. Public comment.

It was noted that water pressure is not normal at Ken Kahn's home.

IV. Operator's report – Ken Kahn

Ken completed the Small Water System Class at FVCC.

Ken will complete 5 water samples at \$22 or \$23 each. Linda agreed to pay for them. The tests from January and February were the responsibility of the Streeters, therefore the missing tests for those months will not be held against the water district.

Linda agreed to donate an insulated steel door to the water district for the well house.

Ken noted that he is looking for a couple test taps. Test must occur near the source but not at the source. There is a record of Larry Streeter's routine test locations. This should prove useful in locating future testing sites.

The water district needs to complete the temporary certification requirements. This will allow Ken to become certified for 6 months. Once this is completed he will be able to operate under the supervision of a certified operator. Shelley Nolan is helping Ken prepare for the certification test so that he can become certified and is willing to serve as his supervisor until the process is completed.

In the meantime Shelley will need to take the samples because she is certified.

V. Financial report – Linda Bosworth

Balance in Glacier Bank checking is \$439.70.

The Water District currently owes board members as follows:

Joanna Adams - \$10, Ken Kahn - \$22.92, Linda Bosworth - \$1582.81. The amount owed to Linda increased by \$724 over February's balance.

VI. Correspondence.

Two new businesses are attempting to open in Columbia Heights. One is a gas station, the other a Reality Movie Theater, both will be located across from the River Bridge Inn. In order to open the water will need to meet public health requirements or the businesses will not be able to open.

Russ Barnet provided a friendly note to the Water District – he noted he has a history of paying his water bill on time and is looking forward to the water company's transfer to the water district.

Ken delivered the bank statement and a check to Linda. He was asked him to maintain a log of mail before it is delivered to Linda. The log will note who the unopened mail is from and it will be e-mailed to her weekly. Ken will drop the mail off Tuesday nights at the Travel Inn.

Joanna provided Linda the bank checks and deposit slips.

VII. Old business.

1. Updates from Shelley Nolan of RATES

Lyle Cooney informed Shelley that he was having problems with the income survey. Shelley did an online search and discovered that \$19,000 is the median income for Columbia Heights. She contacted Richard Knatterud regarding the income survey and options. Only (FED) Rural Development grants require this. However the income survey will be handy as it's beneficial for other funding sources such as the CBDG block grants. Other grants are available through the state that do not require the income survey. There is a \$50,000 grant available that required 50/50 match. The Search Grant can provide up to \$30,000 toward matching funds. The Treasure State Endowment must be applied for soon. This money would be good for PER and Planning. Any construction grants must be submitted by May 4. Shelley emphasized that we are rapidly running out of time to apply for 2016 grants. Even grants that don't have hard deadlines will rapidly be depleted. She suggests we use the funds to take care of the most critical issues things first. The PER is the critical first step. They average \$51,000, however we might be able to have one done for \$20,000 or \$30,000.

Joanna noted that her efforts to acquire a SAMS number were frustrated by the fact that the computer system was not working with the DUNS number. She will work to resolve the issue.

The 30,000 Planning Grant was discussed. Joanna Adams will be signing the grant on behalf the board. Joanna presented a motion that the Water District Board authorized Joanna Adams to sign the grant documents on behalf of the board. This was approved unanimously.

There are only a few more documents required before the insurance can be purchased.

2. Updates to website – Joanna Adams

The minutes from February and the current agenda have been uploaded to the website.

3. Hiring a GM and auditor treasurer. Tabled for next month.

4. Hiring a secretary. Discussion noted that it would cost the Water District \$15.83 per hour to hire a secretary through LC Staffing. The secretary will receive a wage of \$10.00, the balance goes to LC Staffing. Linda will do the accounting for now. Express staffing is another option to explore. Tabled for now.

5. Status of the transfer of water system to the district.

Joanna received an e-mail at 6:00 PM, just prior to the March board meeting, from DEQ attorney, Norm Mullen. She read it. He referenced the final water district transfer documents. They wanted a quick claim deed for Well site #1 despite the fact that there already was a quick claim deed for it. Serena Pierce had her attorney prepare that document, Larry signed it, and it was presented at closing. At his request, Linda sent a copy of the Bill of Sale to him earlier in the day. She also went to the title company and double checked that all documents were there. The check to cover taxes are there. He was concerned about back taxes, easement concerns -- but these things were already in the file. These were also sent to him for his review. The e-mail seemed to indicate that Norm Mullen's concerns were resolved and he was willing to approve the transfer.

Emily Gillespie from A2Z will make sure the water rights are transferred properly.

6. Insurance application for water district. Joanna Adams needs to provide a water district budget for Payne West. Shelley will give Joanna a copy of the budget draft that she has assembled.

Joanna asked for a vote on to approve the finalization of the insurance. This passed unanimously

VIII. New business – Joanna Adams

1. It was agreed that a letter would be mailed out upon reception of water system. Joanna will forward a copy of the letter for addition to the minutes. Motion was made to accept the letter she provided. Passed unanimously.

2. Paperwork that Shelley (RATES) needs from the district. Planning Grant signatory documents were signed and presented to Shelley. Public notice and

resolution are required for Dept of Commerce Grant. Discussion about notice requirements was held. Send out notice 2 weeks prior to a public meeting.

3. We now have a DUNs ID number.

4. Engineering scoring and choosing of firms to interview.

Harold spoke to APEC references they were good.

Ken reported that the references for WGM were not good.

Top three by board member

Linda: reported that A2Z, Apec and RPA top 3

Joanna : RPA, Apec, Frazer

Ken: Frazer, RPA and A2Z

Harold: A2z, Apec and RPA

Aaron: A2Z, Apec and Frazer

Shelley recommended interviewing top 3 – A2Z, APEC and RPA. Shelley provided some basic interview questions and additional interview questions can be added. Ken has some ideas for additional questions.

Joanna -Motion we interview A2z, Apec and RPA – passed unanimously

Interview all Tuesday March 15 at 6 pm – Linda will publish notice tomorrow. Joanna will e-mail and post notice at gas station

5. Information regarding 3 board seats up for election this November. Linda, Harold and Aaron positions will be up. The county election department must be contacted to sign up for the general election. Five months notice is needed. Names of candidates must be provided to Maria at the county election department.

6. Assessment of lots 38 & 39. These lots need to be surveyed- no pins exist. Discussion was held regarding possibilities. Robert Brown charges \$350 to do a survey. Robert Brown is licensed. Ken also knows someone. He will check to see if he is more affordable.

Public Comment regarding new business – Joanna Adams

Glacier Bank –Linda and Jamie signed bank documents to finalize the account.

Linda wants River Bridge hooked up to the water system. They have a permit to work on the septic and they have a buyer for River Bridge. The topic of connection fees was then discussed. Discussion was held about how Coram and Hungry Horse handled this. The board was reminded that would need a published meeting to set new fees.

Shelley suggested considering a flat rate for everyone to start. However, her experience indicates that the senior citizens don't use as much water as others. Once meters are in – set a basic rate, everything over that rate will be charged a

certain amount per # of gallons. Another option might be to set up a tiered system, using 100 cubic gallons as a unit. It was also noted that some communities do a 3% increase per year.

IX. Questions and answers with District staff.--Joanna Adams

New locks are needed on the tank house and well site #2 locks and doors.

X. Adjournment – Joanna Adams

TIME: 9:05

The next General Meeting of the Board is to be held on April 5th, 2016, 7pm, at the Badrock Fire Department.